

**MISSISSINEWA COMMUNITY
SCHOOL CORPORATION**
BUILDING A TRADITION OF EXCELLENCE



Student/Parent Handbook

2025-2026

Welcome to Westview Elementary,

Our staff extends a warm welcome to you as part of the Westview school family! To help you enjoy your experiences at Westview, this handbook will introduce you to the school's programs, services, and policies. We are very proud of our school and the excellent educational opportunity that we provide for all students. The staff here at Westview have created a learning environment that is structured, hands on, and most of all fun where children can be successful.

Parents are an integral part of their children's learning process. Working together to build strong partnerships between home and school enables our children to be successful both academically and socially. This also allows children to understand the value of working together and becoming active participants in a learning community. This handbook was designed with you in mind.

Please review the information so that you are familiar with our routines and policies. Keep this handbook, as well as your Mississinewa Community Schools calendar readily accessible throughout the year to help you stay informed and to answer questions as they arise. Should you have any questions, call the office at 765-677-4437. We look forward to sharing the new school year with you. Thank you for choosing Mississinewa Community Schools where we are a *Tribe of Excellence*.

Mrs. Kerri Wortinger, Principal

MISSISSINEWA COMMUNITY SCHOOLS

Mission Statement

The mission of the Mississinewa Community School Corporation is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and citizens.

Vision Statement

The vision of Westview Elementary School is to provide rich early learning experiences through play while also building connections with the students, families and the community. Westview Elementary strives to provide a safe, nurturing and engaging atmosphere for students to thrive socially, emotionally and academically.

Westview Elementary School

709 West 6th Street
Jonesboro, IN 46938
Phone: 765.677.4437
Fax: 765.677.4449

Northview Elementary School

725 East North "H" Street
Gas City, IN 46933
Phone: 765.677.4400
Fax: 765.677.4733

R.J. Baskett Middle School

125 North Broadway Street
Gas City, IN 46933
Phone: 765.674.8536
Fax: 765.677.4452

Mississinewa High School

#1 Indian Trail
Gas City, IN 46933
Phone: 765.674.2248
Fax: 765.677.4424

Fredrick W. Hengstler Administration Building

424 East South A Street
Gas City, IN 46933
Phone: 765.674.8528
765.674.8529

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**WESTVIEW ELEMENTARY SCHOOL
STUDENT HANDBOOK
2024-2025**

GENERAL INFORMATION

SCHOOL DOORS OPEN AT 8:30 a.m.

SCHOOL HOURS:

Preschool Full Day:	8:30 a.m. - 3:00 p.m.
Preschool AM Session:	8:30 a.m. - 11:30 p.m.
Preschool PM Session	12:30 p.m. - 3:00 p.m.
Kindergarten	8:45 a.m. - 3:15 p.m.
First Grade	8:45 a.m. - 3:15 p.m.

OFFICE HOURS: 8:00 a.m.- 4:15 p.m.

Early Care Hours (preschool only) 7:00 a.m. - 8:00 a.m.

THE FEES:

Preschool, Kindergarten, and First Grade Book Fees: TBA
Preschool, Kindergarten, and First Grade Tech Fees: TBA
Optional Device Insurance is \$40 per student and covers the cost of repair and replacement for school owned student devices.

*CHECKS FOR BOOK FEES MUST BE MADE TO:
MISSISSINEWA ACTIVITY FUND
Fees can be paid by credit card, check, or money order.*

SCHOOL CALENDAR- 2024-2025

First Draft – 10-9-23



MISSISSINEWA COMMUNITY SCHOOLS

2024-2025 SCHOOL CALENDAR

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Teacher Day
- End of Grading Period
- School Reconvenes
- PLC/eLearning Day
- No School
- Snow Makeup Day

August 5 and 6	Teacher Days
August 7	First Student Day
September 2	Labor Day/No School
September 27	eLearning Day
October 9	End of 1 st Grading Period
October 11	eLearning Day
October 21-25	Fall Break
November 27-29	Thanksgiving Break
December 20	End of 2 nd Grading Period
December 23-	
January 3	Christmas Break
January 6	School Reconvenes
January 20	MLK Day – No School
February 17	President's Day – No School
March 12	End of 3 rd Grading Period
March 21-March 31	Spring Break
April 1	School Reconvenes
April 18	Good Friday – No School
May 23	End of 4 th Grading/Last School Day
May 26	Memorial Day – No School
May 27-May 30	Snow Makeup Days
June 1	Commencement

olemiss.k12.in.us

PARENTS/GUARDIANS

If you wish to speak to your child's teacher please reach out to the teacher through Seesaw (parent/guardian communication app) or their [school email](#). If needed an appointment can be scheduled by calling the office. We encourage and desire communication with the home and will get back with you to arrange a meeting. For up-to-date information please make sure you have Liked or Followed us on Facebook [facebook.com/WestviewElementary](https://www.facebook.com/WestviewElementary) and Twitter [@westviewes](#).

MORNING ARRIVAL

No students should arrive at school prior to 8:30 a.m. because no supervision is available. Upon arrival students in kindergarten and first grade should go directly to the cafeteria if they are eating breakfast. If they are not eating breakfast, students should go to their classroom meeting location. Preschool students will go directly to their classrooms after parents/guardians sign in their child.

LIVE Y'ERS SCHOOL AGE CHILD CARE

This service is a joint venture of the YMCA to provide childcare before and after school. Information about this service is available at the Northview office 765-677-4400. The phone number to the YMCA is 765-664-0544.

DROP OFF & PICK UP PROCEDURES

1. Arrival and Entering the Building

- a. Westview Elementary doors will open at 8:30 a.m. each morning.
- b. Car riders will be dropped off at Door 1 (Kindergarten and 1st grade)
Parents/guardians will not exit their vehicles.
- c. Preschool parents will drop off at Door 8 at 8:30 a.m. Drop off is from 8:30 to 8:45 a.m. Parents will walk their preschool student up to the sidewalk and to their child's assigned class to be signed in through the ProCare app. Students will hold their parents' hand while waiting for the Preschool Director to open the door. The North parking lot (**Door 7**) will be reserved for bus riders **only**.
- d. Students will wear lanyards with their teacher's name and picture provided in the welcome packet on the first day of school.

- e. Students will report directly to their classrooms or designated spots for arrival, except those eating breakfast. Students will be guided to their arrival locations by school personnel.
- f. Students who eat breakfast will report to the cafeteria upon arrival and remain seated there until dismissal to classes at 8:45 a.m.

2. Dismissal

- a. Car Riders will begin dismissal at 3:15 p.m. Students will stay with their classroom teacher at their designated door (Kindergarten and 1st grade). Preschool classes will dismiss starting at 3:05 p.m. Parents will follow the same guidelines for dismissal as arrival. All Preschool students should be picked up before 3:20 pm. Preschool students not picked up by 3:20 p.m. will be taken to the office. Kindergarten and First grade students not picked up by 3:30 p.m. will be taken to the office.
- b. Signs with the student's name and classroom teacher **must** be placed in the window of the vehicle (Kindergarten and 1st grade only) or adult picking up students will have to come into the office and show a photo ID.
- c. Staff will radio classroom teachers to notify which student vehicles have arrived for pickup. Students will then be dismissed from their vehicle. **Parents do not exit their vehicle.** (Kindergarten and 1st grade only).
- d. Bus students will wait in the classrooms with a paraprofessional until 3:25 p.m.
- e. Bus students will then sit with their bus cohort at numbered tables in the cafeteria (starting at 3:25 p.m.).

SCHOOL MEALS

Meals are at no charge for ALL students. We will update as soon as this information is given to us. Families will need to fill out the free and reduced lunch application which will assist with textbook fees. This will not be released until July 2024.

Adult meals will remain at their current prices. (Prices current at time of printing.)

Prices are as follows:

Adult Breakfast: \$2.50

Adult Lunch: \$4.60

NOTICE—It is the guideline of our school district that only a parent or guardian can take a student out of the building during school hours. The only exception to this guideline would be if arranged ahead of time someone on the authorization of pick-up form will be allowed to pick up the child in the office.

DELIVERIES

If your child forgets something at home, no worries we will deliver the items to your child. Please bring them to the office using **Door 1**.

SCHOOL PROPERTY

Parents are responsible for school property that is destroyed, including marring, or defacing of books, iPads, desks, walls, etc. Textbooks issued are the property of the Mississinewa School System. Students are responsible for books and iPads, which are lost, stolen, or damaged beyond use.

VISITORS

All visitors to Westview Elementary must check in at the office. Once checked in you will receive a visitor's tag that must be worn at all times. All entrances will be locked by 8:45 a.m. These procedures are for the safety of the children. We need to know who is in the building at all times. To enter through the main entrance, you will need to press the buzzer, state your name and the purpose for your visit. All visitors during the school day must access the building through the main entrance (**Door 1**)

VISITOR GUIDELINES

1. All visitors must check in at the office and wear a visitor sticker throughout the duration of the visit. Visitors will be asked to provide a valid ID upon check in.
2. Set a good example for behavior and attitude for all the students. Comply with school and classroom rules in a positive manner.
3. Be friendly and mannerly during your school visit.
4. Refrain from any conflicts with staff or students. If you observe or hear about a problem while at school, then notify the staff member in the area or contact the office.
5. Avoid any physical contact with students including the context of play or nurturing.
6. **Please note: YOU MUST BE APPROVED THROUGH A CRIMINAL BACKGROUND CHECK.**

BUS RIDERS

Kindergarten and first grade students are eligible for bus transportation within the Mississinewa School District. You must complete the Request for Bus Transportation form, contact Westview Elementary, or contact the Transportation Department to request transportation. Please review the Westview Bus Policy (page 14).

ENROLLMENT CHANGES

If at any time during the school year you wish to change anything on your child's enrollment form, please call the office at 765-677-4437. We need to know any change of address, phone number or contact persons. This is very important for the office as well as the teacher.

ILLNESS/SICK CHILDREN

Children must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. **A fever is defined as a temperature of 100.4°F or higher.**

Children with vomiting or diarrhea should be kept at home and should return to school only after being symptom-free for 24 hours.

MEDICATION

If it should be necessary for your child to take prescription medication at school, we must have a signed medication form on file before any medication can be given. These forms are available in the office. **NO prescription** medications will be given without a form on file. All prescription medication must be in the original container. Non-prescription medications need to have a note from the doctor to be administered at school.

I.C. 20-33-8-12

I.C. 20-34-3-18

I.C. 34-30-12

511 I.A.C. 7-21-8

HOMEWORK & MAKE-UP WORK

If classes are missed, check with teachers for make-up assignments. Students should be absent at least two days before parents request to pick up make-up work. Generally, unless some type of special circumstances exist which have been arranged with the teacher, the students will have one day to make up if absent one day, two days if absent two, etc.

DELAYS, CLOSINGS, AND EARLY DISMISSAL

Delays, closings, and early dismissals will be announced through varied radio, website, social media outlets, and television media. Parents and guardians are encouraged to enroll in Global Connect to receive various corporation-related announcements by phone. Global Connect enrollment forms are available at Westview Elementary School main office.

Upon a two-hour delay, school will begin at 10:45 a.m.. The doors will open at 10:30 a.m.

Parents can sign up by going to the district website <https://www.olemiss.k12.in.us> and clicking the About Us tab followed by the Latest Global Connect Call tab and you will be directed to the Blackboard portal to sign up for notifications.

Westview Elementary School Expectations

General rules and regulations for students

These rules are for the primary safety and to improve the operation of our school.

THE FOLLOWING RULES ARE IN ADDITION TO THE TEACHERS' CLASSROOM REQUIREMENTS

1. Students will walk in a safe and quiet line with their classmates. (No running while in line to support safety.)
2. Students will strive to be quiet in the halls during school hours so as not to distract others who are learning in their classrooms. Students will keep their hands, feet, and any objects off the walls to prevent accidents from happening.
3. Recess – When the recess period is over the students are to line up outside the building and quietly enter the building.
4. Restrooms – It is everyone's responsibility in our school to maintain clean restrooms. Do not throw paper towels on the floor. Be sure the water is turned off at the sinks.
5. Cafeteria – Cleanliness is important! Make sure napkins are thrown in the proper containers. Please use inside voices while in the cafeteria.
6. Students should not bring toys to school unless designated by the teacher or school (like Show and Tell).
7. Playground Activities - Exercise and wellness are encouraged at Westview Elementary. Teachers and staff will be monitoring students to keep them safe.
8. Westview students will use appropriate language and safe hands and feet while playing at recess.
9. Student dress and hygiene should be safe and should not detract from a positive school environment.
10. Students are not to play with iPods, iPads, cell phones, or electronic games unless permission is given by the teacher.
11. **No** weapons of any kind (toy, plastic, or actual) at school.
12. Respect the feelings and the property of the school and others at all times.
13. Students are expected to be safe with their hands, feet, and words throughout the school day.

MISSISSINEWA COMMUNITY SCHOOLS

STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed, and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that:

- A. Conform to reasonable standards of socially acceptable behavior.
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged.
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before he/she leaves this Corporation.

The Superintendent shall promulgate administrative guidelines for student conduct, which carry out the purposes of this policy.

A Student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with board policies on transportation.

A building administrator shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified. Notification to the parent is the responsibility of Corporation personnel and should be made prior to the departure of school buses. If a parent cannot be contacted the child should be detained on another day.

1. *C.20-8.1-5-1 et seq.*



Disciplinary Guidance Policy

Westview Elementary Disciplinary Guidance Policy Revised: 2024-2025

Positive and respectful behavior towards other students, staff and school property is encouraged. Following Westview Rules and Expectations provide the best possible climate for teaching and learning. Below is Westview Elementary’s Disciplinary Guidance for stakeholder reference.

The following document outlines the disciplinary guidelines utilized by Westview Administration. ***However, it serves as a general framework and is not intended to constrain the scope or severity of any behavioral issue. Disciplinary actions will be assessed on an individual basis and are at the discretion of the administration.*** Teachers are encouraged to contact parents or guardians should students encounter challenges. Additional interventions may be implemented throughout the disciplinary process. For students with special needs, Individualized Education Program (IEP) or Behavior Plans will be adhered to accordingly.

Level 1			
	1st Offense	2nd Offense	3rd Offense
Disrespectful Behavior	Parent Contact & Recess Detention	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension
Disruptive Behavior	Parent Contact & Recess Detention	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension
Violation of Classroom Rules	Parent Contact & Recess	Parent Contact & Lunch/	Parent Contact & In School

	Detention	Recess Detention	Suspension
Level 2			
Aggressive Behavior (Verbal and/or Physical)	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Non Compliance	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Inappropriate Language	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Disrespecting Staff	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Technology Misuse	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Fighting	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Intimidation/Threats	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Possession of Electronics	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Eloping/Running from Staff Member	Parent Contact & Lunch/ Recess Detention	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension
Level 3			
Weapons (Real or Fake)	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Destruction of Property or Vandalism	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Inappropriate Exposure	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Inappropriate Touch	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Physical Harm(leaving a mark) towards other students/staff (Hitting, Kicking, Biting, Ect.)	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Possession of Tobacco/Vapes/E-Cigarettes	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Theft	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Eloping Out of the Building	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension
Self Harm or Threats of Self Harm	Parent Contact & In School Suspension	Parent Contact & Out of School Suspension	Parent Contact & 2 Days Out of School Suspension

Ole Miss Preschool Behavior/Guidance Policy

As the children explore their environment and develop friendships, they will come across typical situations that cause frustration, anger, jealousy, and behavioral changes. At our preschool, we will first work through these issues with problem-solving strategies and redirection. We will also have a comfortable place where children can work through their problems until they are ready to join the classroom again. We will communicate specific situations in confidence with you and work together as a team along with administration to develop a behavior modification plan if necessary. Isolation/humiliation and strategies that breach confidentiality are prohibited. This includes behavior charts with names labeled with behavior. Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child.

Child Abuse and Neglect Procedures

When we have reasonable cause to suspect child abuse or neglect, we shall report it to the appropriate community agency and follow up to ensure that appropriate action has been taken. When appropriate, parents or guardians will be informed that the referral will be or has been made. School personnel are mandated reporters.

Child abuse and neglect hotline 1-800-800-5556

Playground Procedures

Students will follow the “Hands Off” policy. Throwing objects such as rocks, sticks, etc are not allowed.

Students will continue to show kindness to one another. No hurtful words or actions.

Students will stay off of the blacktop and stay within the playground boundaries.

Students will respect playground equipment as intended.

- Students will go up the stairs and down the slide in a seated position.
- Students will not jump off or stand on the swings.
- Students will not jump off the playground equipment.
- Students will not climb on any part of the playground equipment that is not designed or intended for climbing.

- Only students with special needs will use the equipment intended for children with special needs under teacher supervision.

Students will line up quietly to go inside. Students will be accounted for by their classroom teacher and be respectful to other classrooms.

RULES FOR PUPILS WHO RIDE THE BUS

School bus drivers are to have control of all school children conveyed between the homes of the children and the school building, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

- a. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- b. No pupils shall stand or move from place to place during the trip.
- c. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or body in any other objectionable manner.
- e. No windows or doors will be opened or closed except by permission of the bus driver.
- f. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- g. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he need not wait at all.
- h. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

The above rules were established by the School Bus Safety Committee as provided by Chapter 260, Indiana Acts of 1965. It is the responsibility of every school bus driver to participate in an educational safety movement by posting this card in his vehicle.

Superintendent, Indiana State Police

WESTVIEW ELEMENTARY STUDENT BUS DISCIPLINE

The following policy and suspension processes for Westview Elementary students for the 2024-2025 School Year. The Westview Administration has deemed the following disciplinary action will take place:

All Bus Referrals shall be logged.

1st Bus Referral: An administrator will issue a verbal warning with a student and make contact with the parent/caregiver.

2nd Bus Referral: An administrator will speak with student and issue a two day bus suspension after parent contact has been made.

3rd Bus Referral: An administrator will speak with student and issue a three day bus suspension after parent contact has been made.

4th Bus Referral: An administrator will speak with students and issue a five day bus suspension after parent contact has been made.

5th Bus Referral: An administrator will speak with student and issue bus suspension for the rest of the semester.

An administrator can change disciplinary action according to the level of severity of the Bus Referral.

Mississinewa Community Schools Westview Bus Policy

Kindergarten and first grade students are required to ride the same bus every day for the morning and afternoon routes. The students can ride a particular bus in the morning and a different bus for the afternoon route. However, the students are required to ride the same bus for every morning route and the same bus for every afternoon route.

Parents cannot call the office to make any emergency bus changes unless it is a change of address or a change in the address of their childcare. In other words, a Westview student cannot ride one bus for x day(s) in a week for a morning or afternoon route and then ride a different bus for the rest of the days of the week.

If a parent, due to any emergency circumstance, cannot have her/his student ride the regularly assigned bus, then personal arrangements have to be made by the parent to have the student delivered to school or “picked up” from school.

If you have questions about this new policy, then please contact the Building Principal or the Transportation Director at Central Office at 765-674-8528.

Updated June 19, 2017

GUIDELINES

Office of Superintendent Mr. Jermey Fewell
Mississinewa Community Schools

Students
Policy #5511

It is the responsibility of the Superintendent to establish administrative guidelines for the purpose of implementing the adopted policy of the Board of School Trustees. The Superintendent will interpret Board policy converting it into specific guidelines to promote the intent and purpose of the Board. Therefore, the following guidelines are created to carry out the intent and purpose of Board Policy #5511

DRESS AND GROOMING

It is expected students will be clean in their person and their apparel. Grooming, clothing and accessories are appropriate when they conform to policy #5511 subsections A. B. C. D: do not disrupt the orderly function of the organization: do not promote sexuality in a manner unacceptable to community mores: do not contain or suggest vulgar, obscene or satanic references: and do not promote gang identification either by the article of clothing itself or to manner in which it is worn. Students violating the spirit of these guidelines will be subject to corrective discipline.

SPECIFICALLY:

1. Hats and overcoats are not to be worn to class.
2. All items of clothing will be worn in an appropriate and modest manner.
3. Clothing must be clean and free of holes that create inappropriate exposure.
4. No clothes or accessories promoting controlled substances will be considered acceptable.
5. Clothing with pictures, symbols or lettering which suggest satanic, vulgar, obscene or sexual innuendo is expressly prohibited.
6. Students must be fully dressed including footwear.
7. Personal hygiene and cleanliness of person and hair are required.

The above “Dress and Grooming” guidelines apply to members of extra-curricular activities when representing the school community at a public event.

The principal of each building is designated as the arbiter of student dress and grooming in their building. The principal is empowered to ask a student to take immediate corrective action if in violation of guidelines.

It is essential to note guidelines for students also apply to corporation employees and the Board itself, so the corporation leadership of students is by example rather than fiat.

Community mores, standard etiquette and common sense should prevail concerning this issue.

ATTENDANCE AND TARDY POLICY

Students are expected to be at school and on time unless special circumstances exist like doctor visits, illness, and funerals.

The parent/guardian should call the office on the day of the student's absence from school.

The school policy for absences allowed without a doctor's statement is ten annually. A Doctor's statement does not count as an absence on the policy. Six tardies will be the equivalent of an absence from school on the attendance policy.

When a student exceeds six days, a letter(s) of notification will be sent home for succeeding absences. Once a student reaches ten absences (without a doctor statement) a parent conference will be required. If the absence problem continues after the parent contact, then the Grant County Truant Office will be contacted.

Good student attendance is necessary for school success and achievement. The school and home need to communicate about all issues in a timely manner, which can facilitate the student's success at school.

Whenever you have any questions, please feel free to contact our office.

**Westview Elementary School
Title 1 School/Parent Compact Agreement**

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability by:

- Providing a safe and supportive learning environment
- Teaching classes with an interesting and challenging curriculum that promotes student achievement
- Motivating my students to learn
- Setting high expectations and providing the intervention to help every child be successful in meeting the Indiana Academic Standards
- Communicating our curriculum and weekly agenda with Seesaw and meeting annually with families about student progress and the parent compact
- Sending progress reports home to parents
- Providing opportunities for parents to volunteer, participate, and observe in my classroom. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participating in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families
- Respecting the school, students, staff and families
- Being available to meet with parents at their requests throughout the school year

Student Pledge

I'm a Westview Warrior and I pledge to carry out the following responsibilities to the best of my ability by:

- Coming to school ready to learn and work hard
- Bringing necessary materials, completed assignments, and homework
- Knowing and following the school and class rules
- Communicating regularly with my parents and teachers about school experiences so that they can help me to be successful in school
- Limiting my TV watching, video game playing, and internet usage
- Studying and/or reading every day after school
- Respecting the school, my classmates, and the staff

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability by:

- Providing a quiet time and place for homework and monitoring TV and internet usage
- Reviewing school work, progress reports, and grade cards
- Reading to my child or encouraging my child to read every day for 20 minutes
- Ensuring that my child attends school every day when healthy and gets adequate sleep, regular medical attention, proper nutrition, and reaching out to the school if you need help with items
- Regularly monitoring my child's progress in school and reaching out to the teacher when I have concerns
- Participating, as appropriate, in decisions about my child's education
- Attending parent-teacher conferences and meetings with teachers, principals, and school service coordinators when invited
- Communicating the importance of education and learning to my child
- Respecting the school, staff, students, and families of our school system and other school systems
- Utilizing SEL strategies at home that I have learned from the school

This school-parent compact is in effect during school year **2023 - 2024**

School: Westview Elementary

Date: September 8, 2024

Parent/Guardian: _____

Date: _____

Student: _____

Date: _____

INTERNET ACCEPTABLE USE POLICY

The Internet and other types of distance learning may be used as instructional technologies for the purposes of finding and retrieving information and doing collaborative work in accordance with the mission statements and desired learner outcomes of the Mississinewa Community School Corporation. Our students and staff now have access to devices that will enable them to access public domain software and shareware of all types, discussion groups involving most any topic, as well as access to many university library catalogs, the Library of Congress and information and news from NASA, and communicate with people (i.e.. experts) from around the globe.

Access to the Internet at Mississinewa will be regarded as a privilege and not a right. Students interested in utilizing the Internet through the district's access must first obtain permission to use equipment from a Mississinewa instructional staff member such as the student's teacher or another member of the school's administrative or teaching staff. It is expected that student access to the Internet will be structured in ways that point students to those resources and have been evaluated prior to use. Students using the Internet, provided by the school district, are expected to exhibit behavior, while engaged on-line, consistent with the standards established in the Mississinewa Schools policy on student discipline. Parents will be notified if their student's privileges have been suspended. Parents shall be given the option to request alternate activities to access the Internet.

With the use of district-owned, school-based computers, users shall not have or claim to have any expectation of privacy with regard to the storage of files or information. The use of memory, storage, and Internet access will be treated like school lockers. The professional staff may review all files and message exchanges on the systems in order to maintain system integrity and ensure that users are acting responsibly and consistent with the acceptable use standards. Inappropriate usage by adults and students of the Mississinewa Community Schools' Internet/electronic communications capacity may result in termination of access. Inappropriate usage may include, but is not limited to, the following:

1. Violating any local, state, or federal statute,
2. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit materials,
3. Transmitting obscene, abusive, or sexually explicit language,

4. Vandalizing, damaging, or disabling the property of another person or organization,
5. Accessing another person's materials, information, or files without the direct permission of that person,
6. Accessing material or resources which result in the Mississinewa School Corporation receiving an unauthorized billing,
7. Violating copyright, or otherwise using another person's property without his or her prior approval or proper citation,
8. Extensive use for non curriculum-related communication, including chat rooms and email.

Email is allowed only before or after school hours under adult supervision. The Mississinewa Community School Corporation cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, the Mississinewa Community School Corporation cannot be held accountable for the information that is retrieved via the network.

EMERGENCY/CLOSING NOTIFICATION FORM

Dear Parent,

The Mississinewa Community School Corporation is pleased to inform you that again this school year through “Blackboard Connect” we will provide information to you when our corporation experiences delays, early dismissals, or cancellations because of weather. We will also be able to give you immediate information should emergency situations occur.

You will receive a phone call with the appropriate message whenever a situation arises that we need to inform you about. For each student in our corporation, we can enter up to four phone numbers to be called when an emergency arises. If you would like to be included in this effort, please fill out the information below and then you or your child must return it to the principal’s office of your child’s school. **We are clearing our system of numbers from last year so if you want to be called this year, you must fill out this form.** Please understand that every number that you enter below will be called.

Student Name _____

Grade _____

Phone Numbers 1) _____ 2) _____

3) _____ 4) _____

Sincerely,

Superintendent Jeremy Fewell

WESTVIEW ELEMENTARY SCHOOL

WESTVIEW SCHOOL NOTICE TO PARENTS

In order to comply with state law, officials are required to make a reasonable effort to show that school rules and regulations are provided to students and parents.

Please sign this form indicating that your student has received a copy of the student discipline policy and has received information on the attendance policy. Your cooperation in signing and returning this form is appreciated but failure to sign does not prevent the school from enforcing its rules and regulations.

Please have your student return the signed form to his/her teacher ASAP.

WE HAVE RECEIVED A COPY OF THE STUDENT DISCIPLINE POLICY AND INFORMATION ON STUDENT ATTENDANCE.

Student Name: _____

Parent/Legal Guardian: _____

Mississinewa Community School Corporation Computer Use Agreement

I understand and will abide by the above rules and regulations regarding computer use. I further understand that any violations of the regulations above is unethical and may result in the loss of my computer access privileges as well as disciplinary action.

User Signature: _____ Date: _____

As the parent or guardian of the above student, I have read the User Agreement. I understand this access is designed for educational purposes. I also understand it is impossible for the Mississinewa Community School Corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I, the undersigned, have read and discussed the above information with my child and agree to abide by statements provided in this policy.

Parent/Legal Guardian Signature : _____ Date: _____

School-Parent Compact

This school-parent compact is in effect during the school year 2024 – 2025.

School: Westview Elementary

Date: August 7, 2024

Parent/Legal Guardian Signature: _____

Date: _____

Student: _____

Date: _____

Emily Bainter, Title I Director

VOLUNTEER INFORMATION

To: Parents and Community Members Interested in Volunteering In the Classroom, Extra-Curricular Activities/Sports, Field Trips, and/or Other School-Related Activities

From: Mississinewa Community School Corporation

Thank you for your interest in volunteering in our schools. We appreciate your willingness to invest your time and talents with our students and school programs.

Assisting with school activities sometimes involves close contact with our student population. Because providing our school children with a safe and secure educational environment is our highest priority, we must do all that we can to insure their safety. Therefore, it is important that we ask you to complete the enclosed Mississinewa Community School Corporation Volunteer Application. All volunteers are expected to provide us with background information; you are not being singled out from other volunteers for closer inspection.

Your application should be returned to the principal of the school where you would like to volunteer. If you would like to help in more than one building, please indicate such on the application. Principals will discuss with classroom teachers their needs for volunteers and assign you activities as appropriate. In some situations, all individuals interested in helping with a specific activity will not be needed and you may be considered for other activities at a later date.

You need to complete this application only once for assisting in any building in the corporation. Because this issue is so vital to the security of our students, we will ask that volunteers re-apply at the beginning of each school year. Please contact our office if you would like to have your application deleted from our files.

Volunteers are vital to our educational system, and so is student safety. We believe the extra time needed for you to complete this application is worth any possible inconvenience. Please contact us at 674-8528 if you have any questions.

Thank you for your time and cooperation.

Mississinewa Community School Corporation
APPLICATION FOR FIELD TRIP/SCHOOL VOLUNTEER

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS A§12101,et. seq.).

Inquiries regarding compliance by Mississinewa School Corporation with Title IX, Section 504, and other civil rights laws may be directed to:

Superintendent (Mrs. Lezlie Winter)
Mississinewa Community School Corporation
424 East South A Street
Gas City, IN 46933

Telephone (765) 674-8528

Adopted April 17, 2007

Date _____

Volunteer Name

First

Middle Initial

Last

Maiden Name _____ Gender _____

Race _____ Date of Birth _____ (Must be at least 18 years old)

State of Birth _____

Married Name 1 _____ Married Name 2 _____

Social Security Number _____ (required for background check)

Street _____ City _____ Zip Code _____

Phone Numbers: Cell _____ Home _____ Work _____

School(s) at which you wish to volunteer and your student's name

(Return all pages to the FIRST school you list)

Student's Full Name _____ Grade _____

Student's Full Name _____ Grade _____

Present Employment:

Employer _____

Street _____ City _____ Zip Code _____

What experiences have you had that indicates you can work well with children?

Please list three professional or personal references:

Name	Address	City	Contact Phone

Volunteering with the Mississinewa Community School Corporation involves contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with students. All applicants for volunteer positions are expected to provide us with background information; you are not being singled out from other applicants for closer inspection. This is part of the application and any misrepresentation or omission of fact may be grounds for disqualification from further consideration regardless of when the misrepresentation or omission is discovered.

Conviction of a crime or any affirmative answer provided by you on this is not an automatic bar to being a school volunteer. The School Corporation will consider the nature of any conviction or alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between an offense or alleged conduct underlying an affirmative response and the position for which you are applying.

A. Have you ever been investigated for, charged with, plead guilty or “no contest” to any crime involving the physical or sexual abuse of any person or indecency with a minor?

Yes _____ No _____

B. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?

Yes _____ No _____

(If you answered yes to any of the above questions, explain the circumstances of each on a separate sheet and attach it to this application.)

I authorize the administration of the Mississinewa Community School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of information, including a “limited criminal history”, possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees or local, state, or federal agencies to provide the school corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

Field Trip Guidelines

Guidelines for Westview Elementary Field Trips are as follows:

- Chaperones will be randomly selected from a pool of applicants who have:
- Turned in a completed volunteer application by the deadline, and
- Passed a criminal history background check
- These chaperones will be notified, in writing, at least one (1) week in advance if needed for an upcoming field trip.
- If a chaperone is unable to fulfill his/her duties, that person should communicate with the office as soon as possible.
- All chaperones must check in at the Westview office on the day of the field trip and board the bus to travel to the destination.
- If an adult wants to attend a field trip but was not selected as a chaperone, that person must provide their own transportation, pay for admittance to the property (if applicable) and remain with the student and school group. All students must stay with the school group at all times; adults cannot separate from the group with students.
- All students must ride the school bus back to school. They may NOT be signed out by a parent or other adult at the site of the field trip. If a parent or guardian wants to pick up their student after the field trip, he or she must return to the school and sign the student out in the office.
- No siblings or friends in other schools or grade levels are permitted to attend Westview field trips.

If you have any questions about the above guidelines, please contact the office at 765-677-4437. Thank you for your cooperation and support of our student's safety!

IMMUNIZATIONS

2024-2025 School Year
Indiana State Department of Health (ISDH)
School Immunization Requirements
Updated: March 2014

3 to 5 years old

3 Hep B (Hepatitis B) & 2 Hep A
4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)
1 MMR (Measles, Mumps & Rubella)
1 Varicella

Kindergarten

3 Hep B	2 MMR
5 DtaP 2	Varicella
4 Polio	2 Hep A

Grades 1 to 5

3 Hep B	2 MMR
5 DtaP	2 Varicella
4 Polio	2 Hep A

Grades 6 to 10

3 Hep B	2 Varicella
5 DtaP	1 Tdap (Tetanus & Pertussis)
4 Polio	1 MCV4 (Meningococcal)
2 MMR	2 Hep A

Grades 11 to 12

3 Hep B	2 Varicella
5 DtaP	1 Tdap
4 Polio	2 MCV 4
2 MMR	2 Hep A

Your child should have all required immunizations *before* attending school. Please provide the nurse with the complete record *by the first day of school*. Indiana Code 20-34-4 sets forth all immunization requirements for Indiana schools.

Your child *must* be immunized to attend school.

Plan ahead and make an appointment with your child's doctor for a physical exam and updated shots before the beginning of school.

****For information regarding the Grant County Health Department's immunization clinic hours and procedures, please call 765-662-0377 Ext. 112****

MISSISSINEWA COMMUNITY SCHOOLS CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

The Board of School Trustees of the Mississinewa School Corporation prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang or Criminal Organization means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang or Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal gang or criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or criminal organization.

Per state law, a school employee shall report any incidents of suspected criminal gang or criminal organization activity, criminal gang or criminal organization intimidation, or criminal gang or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of gang or criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of gang or criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of gang or criminal organization activity, whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The

superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1